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May 12, 2015

Ms. Melissa Román
Newport Municipal Airport
135 SE 84th Street
South Beach, Oregon 97366

**SUBJECT: PROPOSAL FOR PROFESSIONAL SERVICES
INDEPENDENT FEE ESTIMATE
MASTER PLAN AND AIRPORT LAYOUT PLAN UPDATE
NEWPORT MUNICIPAL AIRPORT**

Dear Ms. Román:

This letter, along with the attached Scope of Work outlines the terms for Environmental Science Associates (ESA) to provide professional consulting services to the City of Newport, Oregon related to the preparation of an Independent Fee Estimate (IFE) for the Newport Municipal Airport (KONP) Master Plan and Airport Layout Plan (ALP) Update. The IFE will be conducted in a manner consistent with the requirements and stipulations set forth by AIP federal grant procurement policies and FAA Advisory Circular 150/5100-14E, *Architectural, Engineering, and Planning Services for Airport Grant Projects*.


The total lump sum cost for the IFE services is \$2,800. This cost is inclusive of all labor and expenses, but assumes no travel is required to complete the requested services. The IFE will be initiated upon execution of this letter agreement and receipt of a written (letter or e-mail) Notice-to-Proceed. ESA will complete and submit the IFE within two weeks of the date of Notice to Proceed. ESA will invoice the full cost of the project within 30 days of project completion.

If the above terms are acceptable, please acknowledge by signing below and returning a signed copy to me for our files.

We look forward to assisting you with this task. Please do not hesitate to contact me with any questions or comments.

Sincerely,

Michael Arnold
Vice President

Signature: 

Name: Spencer R. Nobel
Title: City Manager
Date: 05-12-15

May 12, 2015

**Scope of Work
Independent Fee Estimate
Newport Municipal Airport (KONP)
Master Plan & Airport Layout Plan Update
Newport, Oregon**

Project Purpose

The purpose of this project is to provide the City of Newport (City) with an independent estimate of the costs associated with the preparation of a Master Plan and Airport Layout Plan (ALP) update for the Newport Municipal Airport. The independent fee estimate is required to comply with FAA grant procurement requirements.

Task 1 – Review Master Plan Scope of Work with Owner

Upon receipt of a written Notice-to-Proceed, ESA will review the approved Master Plan and ALP Update Scope of Services and will schedule a conference call with the City to ensure that the scope of services, planning objectives, and relevant airport information are fully understood. At the discretion of the City, other parties may be invited to participate in the conference call.

Task 2 – Develop Independent Fee Estimate

ESA will develop an independent cost estimate for the services described in the approved Master Plan and ALP Update Scope of Services. ESA's project deliverables will include a spreadsheet containing the IFE and a brief (two page) summary that summarizes ESA's relevant considerations, assumptions, and interpretations that were factored into the development of the IFE. The IFE will provide a detailed breakdown of labor costs (by labor category and task/subtask) and expenses, including travel costs, printing, and other related expenses. These costs will then be summarized by task.

Task 3 – Coordination with City

ESA will respond to the City's questions regarding ESA's IFE during the City's negotiations with the Master Plan update consultant. Changes to the approved Master Plan and ALP Update Scope of Services that require an update to the IFE or prolonged or intensive coordination to resolve any significant differences between the IFE and the Master Plan update consultant's proposed fee may require additional compensation to ESA.

Important Considerations

ESA provides no warranties or guarantees either express or implied for the work described herein. The results of this analysis will reflect ESA's professional opinion of the costs associated with the Master Plan and ALP Update Scope of Services.